

Dated: 24-01-2022

WARNING LETTER

To,

Name: Yasir Ahmed Chishty S/O Shakir Ahmed Chishty

CNIC #: 42301-2558600-1

E.ID: APD-0168

Designation: Scheduler

Dept.: Matrix Document Imaging

Location: Karachi

In accordance with the policy, this is a letter of warning. This action is based on the following reason(s).

Reason: Disobedience

Explain Reason: Not following instructions and not responding timely, Busy in gossiping with other staff members i.e IT. Taking long breaks continuously, Low performance, Not following company protocol and ignoring board messages.

This act of your as mentioned above constitutes misconduct as per the certified Standing orders of the company.

I agree to the warning that has been given to me, which had its validity and is being handed out with a way to rectify myself, as how I may refrain myself committing to any mistakes in the future.

Employee Signature

Issued By: Human Resources

Team Lead: Taha Shamshad Warsi